



DEPARTMENT OF THE NAVY

TRAINING DEPARTMENT
HUMAN RESOURCES SERVICE CENTER
PACIFIC
94-810 MOLOALO STREET
WAIPAHU, HAWAII 96797
www.donhr.navy.mil

12410
Ser 30/035
2 September 2004

MEMORANDUM

From: Training Director
To: All Commands Serviced

Subj: HUMAN RESOURCES SERVICE CENTER, PACIFIC, FY2005 TRAINING
SCHEDULE

Encl: (1) HRSC PACIFIC FY05 Training Schedule

1. Enclosure (1) is the schedule of HRSC PACIFIC courses for FY 05. Offerings listed in the HRSC PACIFIC Training Schedule are based on responses from the combined Activity Training Plan and Hawaii Joint Training Board Survey of Training Needs for FY 05 conducted earlier this year.
2. The schedule should be treated only as a planning document which summarizes planned training opportunities for the year. Separate announcements covering final pricing, course description, eligibility criteria, and registration information will be publicized 6-8 weeks prior to each course convening date. Nominations should be based on the individual course announcement. The course announcements are also publicized on our Web site at www.donhr.navy.mil/hrsc/pacific/code30/index.html. Please note that the announcements on our Web site constitute our schedule of courses at any time and will reflect any changes to our planned courses, whether additions or deletions.
3. Should you require further information or assistance, please contact your Employee Development Advisor at HRSC PACIFIC, telephone 671-1643.


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HRSC PACIFIC TRAINING SCHEDULE FOR FY05

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<u>COURSE TITLE</u>	<u>SPONSOR</u>	<u>DATE</u>	<u>COST</u>
40-HOUR CONSTRUCTION HAZARD AWARENESS TRAINING	HRSC	10/4/04 – 10/8/04	NO COST
ACTIVITY BASED COSTING	CPAC FT SHAFTER	TBD	TBD
ANGER MANAGEMENT	HRSC	1/27/05 – 1/27/05	\$60.00
ADVANCED WRITING	HRSC	6/7/05 – 6/7/05	\$60.00
ASBESTOS INSPECTOR (CIN: A-493-0014)	HRSC	2/14/05 – 2/16/05	NO COST
ASBESTOS INSPECTOR REFRESHER (CIN: A-493-0015)	HRSC	2/16/05 – 2/16/05	NO COST
ASBESTOS MANAGEMENT PLANNER REFRESHER (CIN: A-493-0020)	HRSC	2/16/05 – 2/16/05	NO COST
ASBESTOS PROJECT DESIGNER (CIN: A-493-0086)	HRSC	2/7/05 – 2/9/05	NO COST
ASBESTOS PROJECT DESIGNER REFRESHER (CIN: A-493-0087)	HRSC	2/10/05 – 2/10/05	NO COST
ASBESTOS PROJECT MONITOR REFRESHER (CIN: A-493-0018)	HRSC	2/11/05 – 2/11/05	NO COST
ASBESTOS SUPERVISOR INITIAL (CIN: A-493-0069)	HRSC	1/31/05 – 2/4/05	NO COST
ASBESTOS SUPERVISOR REFRESHER (CIN: A-493-0070)	HRSC	1/31/05 – 1/31/05	NO COST
ASBESTOS SUPERVISOR REFRESHER (CIN: A-493-0070)	HRSC	5/24/05 – 5/24/05	NO COST
ASBESTOS SUPERVISOR REFRESHER (CIN: A-493-0070)	HRSC	5/25/05 – 5/25/05	NO COST
ASSERT YOURSELF	HRSC	4/26/05 – 4/26/05	\$95.00

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BEHAVIORAL SUPERVISION HANDLING PERFORMANCE PROBLEMS	HRSC	12/1/04 – 12/1/04	\$60.00
BENEFITS ORIENTATION	HRSC	1/24/05 – 1/24/05	\$75.00
BUDGET EXECUTION	HRSC	4/25/05 – 4/28/05	\$400.00
BUDGET FORMULATION	HRSC	3/1/05 – 3/4/05	\$400.00
CEMS REVIEW	HRSC	9/20/05 – 9/22/05	NO COST
COACHING, COUNSELING AND MENTORING	HRSC	4/13/05 – 4/13/05	\$60.00
CON 202, INTERMEDIATE CONTRACTING	HRSC	1/3/05 – 1/14/05	NO COST
CON 204, INTERMEDIATE CONTRACT PRICING	HRSC	2/7/05 – 2/18/05	NO COST
CON 210, GOVERNMENT CONTRACT LAW	HRSC	3/7/05 – 3/11/05	NO COST
CONTEMPORARY NAVY WRITING	HRSC	4/12/05 – 4/12/05	\$60.00
CONTRACTING FOR NON-CONTRACTING GOVERNMENT PERSONNEL	HRSC	11/16/04 – 11/18/04	\$595.00
COPING WITH CHANGE	HRSC	2/18/05 – 2/18/05	\$80.00
CPR/FIRST AID	HRSC	12/14/04 – 12/14/04	\$25.00
CPR/FIRST AID	HRSC	12/15/04 – 12/15/04	\$25.00
CPR/FIRST AID	HRSC	12/16/04 – 12/16/04	\$25.00

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CPR/FIRST AID	HRSC	1/25/05 – 1/25/05	\$25.00
CPR/FIRST AID	HRSC	1/26/05 – 1/26/05	\$25.00
CPR/FIRST AID	HRSC	1/27/05 – 1/27/05	\$25.00
CPR/FIRST AID	HRSC	4/5/05 – 4/5/05	\$25.00
CPR/FIRST AID	HRSC	4/6/05 – 4/6/05	\$25.00
CPR/FIRST AID	HRSC	4/7/05 – 4/7/05	\$25.00
CPR/FIRST AID	HRSC	7/6/05 – 7/6/05	\$25.00
CPR/FIRST AID	HRSC	7/7/05 – 7/7/05	\$25.00
CRANE RIGGER & CATEGORY 3 CRANE SAFETY	HRSC	3/21/05 – 3/25/05	TBD
CREATIVE THINKING & PROBLEM SOLVING	HRSC	12/2/04 – 12/2/04	\$107.00
CTC 337, FACILITY SUPPORT CONTRACTING	HRSC	7/12/05 – 7/15/05	NO COST
CTC 342, NAVFAC CONTRACTING OFFICER REPRESENTATIVE	HRSC	10/19/04 – 10/21/04	NONE
CTC 415, SOURCE SELECTION AND TECHNICAL EVALUATION BOARD	HRSC	6/14/05 – 6/17/05	NONE
CUSTOMER SERVICE FOR EMPLOYEES, SUPERVISORS AND MANAGERS	HRSC	11/4/04 – 11/4/04	\$80.00
DEALING WITH DIFFICULT PEOPLE	HRSC	3/30/05 – 3/30/05	\$88.00

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DOD PEST MANAGEMENT CERTIFICATION (INITIAL)	HRSC	1/31/05 – 2/18/05	NONE
DOD PEST MANAGEMENT RECERTIFICATION	HRSC	10/5/04 – 10/8/04	NONE
EFFECTIVE MEETING FACILITATION	CPAC FT SHAFTER	TBD	TBD
EFFECTIVE PRESENTATION SKILLS	HRSC	TBD	TBD
EMPOWERED ADMINISTRATIVE ASSISTANTS	CPAC FT SHAFTER	TBD	TBD
ENVIRONMENTAL COMPLIANCE ASSESSMENT	HRSC	8/29/05 – 9/1/05	NO COST
ENVIRONMENTAL PROTECTION (INCORPORATES FINAL GOVERNING STANDARDS)	HRSC	11/16/04 – 11/19/04	NO COST
FEDERAL APPROPRIATIONS LAW	HRSC	2/8/05 – 2/10/05	\$400.00
FEDERAL APPROPRIATIONS LAW OVERVIEW/UPDATE	HRSC	2/7/05 – 2/7/05	\$200.00
FEDERAL BUDGETING FOR NON-BUDGET PERSONNEL	HRSC	2/14/05 – 2/15/05	\$300.00
GENERAL CRANE SAFETY	HRSC	3/14/05 – 3/18/05	\$800.00
GENERAL CRANE SAFETY REFRESHER	HRSC	11/5/04 – 11/5/04	\$160.00
GENERAL CRANE SAFETY REFRESHER	HRSC	4/15/05 – 4/15/05	\$160.00
HANDLING MULTIPLE PRIORITIES	HRSC	3/29/05 – 3/29/05	\$89.00
HAZARDOUS MATERIAL CONTROL AND MANAGEMENT TECHNICIAN	HRSC	12/6/04 – 12/10/04	NO COST

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<u>COURSE TITLE</u>	<u>SPONSOR</u>	<u>DATE</u>	<u>COST</u>
HAZARDOUS SUBSTANCE INCIDENT RESPONSE MANAGEMENT (HSIRM) (CIN: A-493-0077)	HRSC	5/23/05 – 5/25/05	NO COST
HAZARDOUS SUBSTANCE INCIDENT RESPONSE MANAGEMENT (HSIRM) REFRESHER (CIN: A-493-0083)	HRSC	5/26/05 – 5/26/05	NO COST
HAZARDOUS WASTE ANNUAL REVIEW AND REFRESHER	HRSC	12/7/04 – 12/7/04	NO COST
HAZARDOUS WASTE ANNUAL REVIEW AND REFRESHER	HRSC	12/8/04 – 12/8/04	NO COST
HAZARDOUS WASTE GENERATORS/HANDLERS	HRSC	8/2/05 – 8/4/05	NO COST
HAZWOPER FOR UNCONTROLLED SITE WORKERS (REFRESHER)	HRSC	5/4/05 – 5/4/05	NO COST
HAZWOPER FOR UNCONTROLLED SITE WORKERS (REFRESHER)	HRSC	5/5/05 – 5/5/05	NO COST
HAZWOPER FOR UNCONTROLLED SITE WORKERS (REFRESHER)	HRSC	5/6/05 – 5/6/05	NO COST
HISTORIC PRESERVATION LAW & SECTION 106 COMPLIANCE	HRSC	2/15/05 – 2/17/05	NO COST
HOW TO ASSESS AND IMPROVE EMPLOYEE PERFORMANCE STANDARDS	HRSC	8/16/05 – 8/16/05	\$80.00
INTERPERSONAL COMMUNICATION SKILLS	HRSC	4/19/05 – 4/20/05	\$180.00
INTRODUCTION TO FEDERAL BUDGETING	HRSC	11/8/04 – 11/10/04	\$375.00
INTRODUCTION TO NAVOSH (ASHORE) (CIN: A-493-0050)	HRSC	8/1/05 – 8/5/05	NO COST
INTRODUCTION TO PROJECT MANAGEMENT	HRSC	5/16/05 – 5/17/05	\$250.00

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INTRODUCTION TO SUPERVISION	HRSC	2/8/05 – 2/11/05	\$380
INTRODUCTION TO SUPERVISION	HRSC	5/10/05 – 5/13/05	\$380
INTRODUCTION TO SUPERVISION	HRSC	8/2/05 – 8/5/05	\$380
MANAGEMENT ANALYSIS: DATA GATHERING	HRSC	6/21/05 – 6/21/05	\$353.00
MANAGEMENT ANALYSIS: OVERVIEW	HRSC	5/18/05 – 5/19/05	\$250.00
MANAGEMENT ANALYSIS: PLANNING	HRSC	7/11/05 – 7/13/05	\$353.00
MANAGEMENT ANALYSIS: STATISTICAL REVIEW	HRSC	8/8/05 – 8/10/05	\$353.00
MEDIATION SKILLS FOR MANAGERS	HRSC	12/8/04 – 12/9/04	\$250.00
METRICS MANAGEMENT	CPAC FT SHAFTER	TBD	TBD
MID-CAREER RETIREMENT PLANNING	HRSC	2/3/05 – 2/4/05	\$270.00
MID-CAREER RETIREMENT PLANNING	HRSC	4/28/05 – 4/29/05	\$270.00
MID-CAREER RETIREMENT PLANNING	HRSC	7/21/05 – 7/22/05	\$270.00
PERFORMANCE BASED SERVICE ACQUISITION	HRSC	4/5/05 – 4/7/05	NO COST
POWER WRITING	HRSC	12/7/04 – 12/7/04	\$60.00
PRE-RETIREMENT PLANNING 3 DAY SEMINAR	HRSC	11/1/04 – 11/3/04	\$380.00

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PRE-RETIREMENT PLANNING 3 DAY SEMINAR	HRSC	1/31/05 – 2/2/05	\$380.00
PRE-RETIREMENT PLANNING 3 DAY SEMINAR	HRSC	4/25/05 – 4/27/05	\$380.00
PRE-RETIREMENT PLANNING 3 DAY SEMINAR	HRSC	7/18/05 – 7/20/05	\$380.00
PRE-RETIREMENT PLANNING FOR CSRS	HRSC	3/8/05 – 3/8/05	\$60
PRE-RETIREMENT PLANNING FOR CSRS	HRSC	6/21/05 – 6/21/05	\$60
PRE-RETIREMENT PLANNING FOR FERS	HRSC	3/7/05 – 3/7/05	\$60
PRE-RETIREMENT PLANNING FOR FERS	HRSC	6/20/05 – 6/20/05	\$60
PREVENTING WORKPLACE VIOLENCE	CPAC FT SHAFTER	TBD	TBD
PREVENTION OF SEXUAL HARASSMENT UPDATE	HRSC	3/28/05 – 3/28/05	\$69.00
PROJECT MANAGEMENT	HRSC	2/1/05 – 2/2/05	NO COST
PROOFREADING & EDITING WITH STYLE	HRSC	3/1/05 – 3/1/05	\$60.00
RCRA REFRESHER	HRSC	8/5/05 – 8/5/05	NO COST
REMEDIATION INNOVATIVE TECHNOLOGY	HRSC	10/26/04 – 10/26/04	NO COST
RESPIRATORY PROTECTION MANAGER (CIN: A-4J-0082)	HRSC	12/2/04 – 12/3/04	NO COST
RESPIRATORY PROTECTION MANAGER (CIN: A-4J-0082)	HRSC	2/24/05 – 2/25/05	NO COST

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RESPIRATORY PROTECTION MANAGER (CIN: A-4J-0082)	HRSC	4/21/05 – 4/22/05	NO COST
RESPIRATORY PROTECTION MANAGER (CIN: A-4J-0082)	HRSC	7/21/05 – 7/22/05	NO COST
REVIEW OF ENGLISH GRAMMAR	HRSC	1/25/05 – 1/25/05	\$60.00
SKILLS FOR JOB PERFORMANCE	HRSC	12/3/04 – 12/3/04	\$107.00
SUPERVISORS EEO UPDATE	HRSC	3/28/05 – 3/28/05	\$89.00
TEAM BUILDING/LEADING TEAMS	HRSC	5/11/05 – 5/11/05	\$60.00
TEMPORARY DUTY TRAVEL - DOD JTR VOL II	HRSC	1/24/05 – 1/25/05	\$300.00
TEMPORARY DUTY TRAVEL - JFTR VOL I: UNIFORMED SERVICES	HRSC	1/26/05 – 1/28/05	\$300.00
THE SUCCESSFUL MANAGER	HRSC	3/31/05 – 4/1/05	\$200.00
THE SUPERVISOR'S ROLE IN HUMAN RESOURCES MANAGEMENT	HRSC	TBD	\$375.00
THINK LIKE A LEADER	HRSC	5/5/05 – 5/5/05	\$190.00
THRIFT SAVINGS PLAN BRIEFING FOR EMPLOYEES	HRSC	7/5/05 – 7/5/05	\$50.00
THRIFT SAVINGS PLAN BRIEFING FOR PRE-RETIREEES	HRSC	7/5/05 – 7/5/05	\$50.00
TIME MANAGEMENT	HRSC	11/18/04 – 11/18/04	\$60.00
TRANSPORTATION OF HAZARDOUS MATERIAL – BASIC (A-822-012)	HRSC	4/11/05 – 4/22/05	\$300.00

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TRANSPORTATION OF HAZARDOUS MATERIAL – RECERTIFICATION (A-822-011)	HRSC	4/4/05 – 4/8/05	\$150.00
USING LEADERSHIP SKILLS TO INFLUENCE AND DIRECT	HRSC	5/3/05 – 5/4/05	\$190.00
WRITING BUDGET JUSTIFICATIONS	HRSC	2/16/05 – 2/17/05	\$300.00